



STATE OF TENNESSEE

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

Class Title: THP LIEUTENANT			Abbreviation: THP LT
Class Code: 38633	OCC Code: 7	Analyst: EX	Effective Date: JUNE 24, 2008

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of considerable difficulty or is assigned to perform considerably difficult highway patrol-related staff work; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for acting as shift supervisor for a decentralized staff, performing public assistance, public protection, crime prevention, state/federal law enforcement, defendant prosecution, and related Highway Patrol work in an assigned Highway Patrol district, or under changing shift conditions, frequently is responsible for shift supervision of all Highway Patrol operations in a Highway Patrol district, or is assigned to perform considerably difficult Highway Patrol related staff work. This class differs from THP Sergeant in that and incumbent of that latter performs in the first supervisory class responsible for a small segment of the Highway Patrol district. This class differs from that of THP Captain in that an incumbent of the latter performs in the first highway patrol managerial class, responsible for managing all Highway Patrol operations in a district.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

1. Evaluates the effectiveness of THP staff in an assigned region: authorizes the use of personnel and equipment in accordance with established policy and procedure; ensures equipment and evidence is accounted for, maintained properly, and available for use when needed including the proper maintenance of scales and vehicles, communications towers, and unit inventory; oversees driver improvement personnel and administrative hearings regarding driver's license suspension or revocation; makes decisions on whether to continue pursuits or how to proceed in high-risk situations; maintains relations with the media and communications between local, county, and federal law enforcement; makes decisions regarding disciplinary action against troopers; may be responsible for supervising and directing all operations and personnel in a district in the absence of senior officers.
2. Formulates recommendations for revisions to department policy, operations management, and scheduling: examines statistical data regarding trends in Trooper activity, traffic crashes, frequency and location of criminal activity; discusses proposed policy changes with subordinate staff to obtain feedback and identify potential impact on operations; writes change in policy request and submits to management for approval.

(NOTE: Class Specifications are descriptive only and not restrictive; they shall not be construed as declaring the extent or what the duties and responsibilities shall be, or as limiting or in any way modifying the power of the appointing authority to assign duties or to direct or control all employees under his/her supervision, the typical tasks shall not be held to exclude others not mentioned that are of similar kind or quality.)



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3. Supervises staff involved in the enforcement of state and federal laws relating to the operation of motor and commercial vehicles: supervises investigations involving potential criminal acts under highway patrol authority including but not limited to traffic crashes, vehicular homicide, and complaints concerning trooper activity, pursuits, and use of force; asks questions and records statements from witnesses, victims, suspects, and other law enforcement personnel; patrols an assigned geographical area in a patrol car to monitor sensitive locations and watch for driving hazards, potential criminal activity, and motor vehicle violations; collects evidence and information obtained from witnesses according to departmental procedures and legal guidelines; arrests individuals suspected of criminal activity and misdemeanor or felony offenses.
4. Evaluates case reports submitted by subordinate staff for proper documentation, quality, potential for successful prosecution, and consistency in enforcement operations throughout the assigned region: verifies case reports include required forms and appropriate information regarding observations, evidence, and lab analysis; ensures reports are completed according to department policy and procedure; discusses results of investigation with subordinate staff; submits legal correspondence, investigative case reports, and evidence to prosecuting attorneys for use in criminal prosecutions; completes employee performance evaluations; ensures performance evaluation data submitted by subordinate staff is consistent and accurate.
5. Educates law enforcement personnel, motorists, and other citizens; provides law-related instruction and area information through training sessions, safety education programs, and roadside assistance: directs the training of subordinate staff, local or county officers, or other state employees in a variety of law enforcement areas including crash investigation, basic cadet training, motor carrier inspections, use of firearms and related equipment; gives presentations to public groups and civic organizations regarding highway safety, bicycle safety, winter driving, commercial vehicle safety, motorcycle safety, drug and alcohol abuse, safety restraint use, and work zone safety using videos, lectures, demonstrations, and other multimedia; provides roadside assistance to motorists by offering mechanical assistance, changing tires, supplying gasoline, or giving directions; provides informational training to day care transport or school bus drivers regarding state laws pertaining to school bus and child transportation safety.
6. Participates in legal and due process proceedings of persons involved in the violations of laws, rules, or regulations regarding criminal investigations: testifies under oath to judges, district attorneys, juries, or commissioners in depositions, court, and/or preliminary or departmental hearings to explain details of investigations; arranges and presents files and court exhibits for legal proceedings.

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MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited two-year college or technical institute and substantial (five or more years of) increasingly responsible highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee, including at least two years as a THP Sergeant or CVE Sergeant.

Substitution of Experience for Education: Qualifying full-time highway patrol experience or commercial motor vehicle regulatory experience with the State of Tennessee may be substituted for the required education on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications:

Applicants for this class must:

1. be willing to and able to qualify with, carry, and use assigned weapons
2. be at least twenty-one (21) years of age on the date of application
3. be a citizen of the United States
4. have a good moral character, as determined by investigation
5. complete a criminal history disclosure form in a manner approved by the appointing authority
6. agree to release all records involving their criminal history to the appointing authority
7. supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check
8. have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces
9. pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
10. pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position
11. have visual acuity of 20/100 in each eye, separately without glasses, and each eye corrected to 20/30 or better with corrective lenses
12. possess a valid motor vehicle operator's license at the time of appointment in some positions
13. possess a valid North American Standard Commercial Vehicle Inspection Certification in some positions
14. If assigned flight duty, must possess an applicable commercial pilot's license

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15. upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.